



The Commonwealth of Massachusetts
Division of Registration
Board of Social Workers
c/o Experior
1260 Energy Lane
St. Paul, MN. 55108
ATTN: MA SOCIAL WORKERS
(800) 813 - 6671

INSTRUCTIONS FOR LICENSING APPLICATION

Please read these instructions thoroughly and carefully! If you have questions regarding the requirements, refer to the enclosed regulations before calling.

General Information: All applicants for a Massachusetts license, must follow the process of either the "New Candidates" section or the "Reciprocity" section as outlined in this package.

NEW CANDIDATES

1. All work experience must be complete as of your application date. In meeting the work experience requirements, if you had more than one supervisor in the specified field, submit a separate form from each supervisor.
2. Each applicant **MUST** submit an official school transcript. After the school has placed an official seal on your transcript, it must be sealed in an envelope and the school authority must sign across the envelope seal and return it to you.
3. Each applicant **MUST** submit three (3) references from professionals who are familiar with the candidate's experience in social work (one form from the most recent supervisor; two forms from other references).
 - a. The waivers of liability must be completed for each reference.
 - b. You should provide the reference with a self-addressed envelope.
 - c. All references **MUST** be in a position to evaluate the applicant's social work experience.
 - d. If applying for an LSW license with a degree in something other than social work, one of the references **MUST** be that of a current supervisor who has a BSW or MSW from a CSWE accredited school of social work. This reference must complete the Supervision Reference Form.

- e. If applying for an LCSW license one of the references **MUST** be that of a LCSW or LICSW who served as the most recent supervisor. This reference must complete the Supervision Reference Form.
4. If you are applying for a LICSW:
- a. One of the references **MUST** be that of a current or most recent supervisor who has an LICSW license or is eligible for an LICSW license. This reference must complete the Supervision Reference Form.
 - b. Persons who have licenses in either clinical social work, psychiatry, clinical psychology, or psychiatric nursing with a specialty in clinical mental health must complete the additional two professional references. Each reference **MUST** list a license number and complete the Professional Reference Form.
 - c. Clinical work experience must total at least two years (3,500 hours) and must be post-MSW. Supervision must be a minimum of 50 hours per year on a one-to-one basis. Part-time clinical work experience must equal 3,500 hours within a ten-year period; supervision must equal one hour for each thirty-five hours of work experience.
 - d. You must have an LCSW in Massachusetts.
5. Complete the enclosed “Application Package Checklist for New Candidate.” If additional forms are required, make duplicates of the enclosed forms.

Once everything has been reviewed and is approved, you will receive a letter regarding scheduling for an examination. Experior will include an ASWB Candidate Handbook on how to schedule an examination with ASWB. Please allow 21 working days after mailing a completed application before calling Experior regarding the status of the application.

Note: If you have already taken the examination, please specify the date on the packet checklist enclosed. If at all possible also enclose a copy of your score letter when submitting the application.

RECIPROCITY CANDIDATES

- 1. Possess a current (i.e., not an expired) license in another jurisdiction.
- 2. You must have taken the ASWB national examination to obtain this license (please provide Experior with proof of a passing score on an examination).
- 3. Enclose a certified statement or letter for the jurisdictions in which you are licensed. The letter must indicate your “standing”, and it must be in the originally sealed envelope.

4. Each applicant **MUST** submit three (3) references from professionals who are familiar with the candidate's experience in social work (one form from the most recent supervisor; two forms from other references).
 - a. The waivers of liability must be completed for each reference.
 - b. You should provide the reference with a self-addressed envelope.
 - c. All references **MUST** be in a position to evaluate the applicant's social work experience.
 - d. If applying for an LSW license one of the references **MUST** be that of a supervisor with either a BSW or MSW degree from a CSWE accredited school of social work. This reference must complete the Supervision Reference Form.
 - e. If applying for an LCSW license one of the references **MUST** be that of a current or most recent supervisor who has an MSW from a CSWE accredited school of social work. This reference must complete the Supervision Reference Form.
5. Enclose an official transcript. After the school has placed an official seal on your transcript, it must be sealed in an envelope and the school authority must sign across the envelope seal and return it to you.
6. Complete the "Application Packet Checklist for Reciprocity Candidates".

Upon receipt of your application, your credentials will be reviewed by Experior. You will be notified by mail of the decision. If you were approved, you will receive a letter regarding your license. If denied you will receive a letter so stating. Please allow 21 working days after mailing a completed application before calling Experior.

NOTE: Forms that have been altered with correction fluid are not acceptable and will be returned unprocessed

REQUIREMENTS FOR MASSACHUSETTS LICENSURE

LICENSE – LICSW ASWB EXAMINATION – CLINICAL

- a) must have MSW, DSW or PhD in Social Work
- b) two professional references
- c) one supervisory reference
- d) three years (5,250 hours), with two years (3,500 hours post-MSW) of documented supervision by an LICSW

LICENSE – LCSW ASWB EXAMINATION – INTERMEDIATE/ MASTER’S

- a) must have MSW, DSW or PhD in Social Work
- b) two professional references
- c) one supervisory references

LICENSE – LSW ASWB EXAMINATION – BASIC

- a) must have Bachelors degree in Social Work from a CSWE accredited school of social work
- b) three professional references

or

- a) must have Bachelors degree in any field
- b) two professional references
- c) one supervisory reference
- d) two years (3,500 hours) of documented experience under the supervision of a BSW or MSW.

or

- a) two and a half years (75 sem/100 qtr hours) of college
- b) two professional references
- c) one supervisory reference
- d) five years (8,750 hours) of documented experience under the supervision of a BSW or MSW

or

- a.) two years (60 sem/80 qtr hours) of college
- b.) two professional references
- c.) one supervisory reference
- d.) six years (10,500 hours) of documented experience under the supervision of a BSW or MSW

or

- a.) one year (30 sem/40 qtr hours) of college
- b.) two professional references
- c.) one supervisory reference
- d.) eight years (14,000 hours) of documented experience under the supervision of a BSW or MSW

or

- a) High school diploma or equivalent
- b) two professional references
- c) one supervisory reference

- d) ten years (17,500 hours) of documented experience under the supervision of a BSW or MSW

LICENSE – LSWA ASWB EXAMINATION – ASSOCIATE

- a) Associate degree (or 60 sem/80 qtr hours) in human service field
- b) two professional references
- c) one supervisory reference

or

- a) Bachelor's degree (or 120 sem/160 qtr hours) in any field
- b) two professional references
- c) one supervisory reference

or

- a) 1000 contact hours of human service training
- b) two professional references
- c) one supervisory reference

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